

# COMMITTEE ON HOUSE ADMINISTRATION

CANDICE S. MILLER  
CHAIRMAN ~ 114TH CONGRESS



WEDNESDAY, SEPTEMBER 9, 2015

GOP CONFERENCE NEWSLETTER

## CHA PROFESSIONAL TRAINING SERIES SCHEDULE

The Committee on House Administration is offering educational programs to assist new staffers, as well as help with day-to-day office operations and professional development for each position in a Member's Washington & District Office(s). [Click here for a full description of each training session and rsvp information](#). For more information, call the Committee at x5-8281.

### Upcoming training sessions and dates for various positions:

**Chief of Staff:** *Improving District Office Relations* - Monday, October 5th at 10:30 a.m.

**District Director:** *Top 8 Things Every District Director Needs to Know as it Relates to the House Administration Committee* - Monday, September 14th at 2:00 p.m.

**Communications/Digital Director:** *Check Before You Click; Best Ways to Ensure that Your Social Media Content is Compliant* - Tuesday, September 15th at 10:30 a.m.

**Legislative Assistant:** *Committee Staff and Legislative Aide: Meet & Greet* - Friday, October 2nd at 2:00 p.m.

**Legislative Correspondent:** *Official Mail LC: Understanding Rules, Logistics and Best Practices* - Friday, September 11th 2:00 p.m.

**Schedulers:** *Using Technology to Stay Effective and Efficient* - Tuesday, September 15th at 2:00 p.m.

**Staff Assistant:** *Introduction to being a Staff Assistant - Part I* - Monday, September 21st at 10:00 a.m.

## HOUSE LIBRARY OPEN HOUSE

Members and staff are invited to explore the House Library at an Open House on Thursday, September 17th at 10:00 a.m. - 4:00 p.m., House Library Reading Room, 263 Cannon HOB.

The Library provides free services tailored to meet the needs of Member and Committee offices. Reference librarians are available to help you:

- Respond to constituent requests
- Conduct legislative research
- Monitor print, digital, and TV news media
- Learn how to use databases and research tools



Come to the Open House to discover more about the Library's print and digital holdings, free access to subscription databases, customizable one-on-one and group training--and to give feedback on how Library staff can help make your job easier. Please see [HouseNet](#) for more information and the schedule of events.